



City of Biggs

Agenda Item Staff Report for the Regular City Council Meeting: August 16, 2010 6:00PM

DATE: August 12, 2010
TO: Honorable Mayor and Members of the City Council
FROM: Pete Carr, City Administrator
SUBJECT: Biggs Community Hall Policies (Discussion/Action)

City Administrator will recommend adoption of proposed policies for administration of facility rental of the Biggs Community Hall (BCH), formerly known as Veterans Memorial Hall.

Background

Provided in July agenda packet and attached hereto (without original attachments) for your ready reference.

Recommendation

Adopt policies as proposed or direct staff accordingly.

Fiscal Impact

None. Rental user fees cover administration costs.



City of Biggs

Agenda Item Staff Report for the next regular City Council Meeting: July 19, 2010 6:00PM

DATE: July 14, 2010
TO: Honorable Mayor and Members of the City Council
FROM: Pete Carr, City Administrator
SUBJECT: City Policy for Community Hall Rental (Discussion/Action)

City Administrator will introduce draft policy for public rental of the City's Community Hall facility (formerly Veteran's Hall).

Background

Acquisition and annexation of the former Veteran's Hall facility is complete. Development is in progress of an application to USDA for funding assistance with renovating this aged facility into a more modern, energy efficient, functional public use facility.

To this end, the following uses are proposed for the facility:

1. Consistent with terms of the property transfer, the site is to be known as the Russell Baker Memorial Site and acknowledged with a plaque placed near the entrance.
2. The structure is to be known as the Biggs Community Hall (BCH)
3. Use of the BCH may include city hall municipal office functions, city council meetings, town hall meetings, public and private rentals, and other uses of local public benefit as seen fit by the City.
4. City Hall offices will be physically separate and secured from public rental access.
5. The building will be made ADA compliant and reasonably energy efficient.
6. The building and site will be maintained by the City, its usage will be governed at the discretion of the City, and it may be utilized as a signage site for city and community notices.

Rentals for public and private use will be administered by City staff subject to the following policies:

- A. Standard rental rate is \$100 per day including the main hall, kitchen and side rooms.
- B. Standard rental rate is charged to all parties except local benefit organizations such as:
 - o Hometown Celebration Committee events, fundraisers and meetings.
 - o Local accident victim charity benefit fundraisers.
 - o Local 4-H, FFA and Scouting.
 - o Biggs Unified School District events, meetings and training.
 - o YMCA events and activities operated in support of City recreation programs.

This exception would not include:

- o Commercial enterprises.
- o Private families for private use.
- o Non-profit organizations such as Chamber of Commerce, granges, or churches for social events or business meetings; but exceptions could apply if such organization's event is local and charitable such as sponsoring a victim benefit fundraiser.

Additional exceptions will be at the discretion of the city administrator.

- C. All parties will be required to post a cleaning deposit if \$170. The deposit is fully refundable if the facility and site are returned in satisfactory and similar condition as when taken possession. City staff will administer rental approval, fees, keys, cleaning labor costs, and deposits.
- D. Rental of the BCH may include use of alcohol pursuant to State law and security terms set forth by the City.
- E. No activities deemed illegal by Federal law or State law or Biggs Municipal Code will be allowed on site.
- F. All renters of BCH will provide satisfactory proof of insurance for their event. The City maintains insurance availability as an additional option for purchase by BCH renters.

Attached:

Application/Agreement
Insurance Requirements
Check In/Out Sheet

Recommendation

Approve policy for the use of Biggs Community Hall as proposed (or with modifications directed by Council).

Fiscal Impact

Negligible, close to break-even when rental revenues are compared to maintenance and administration expenses.